

**SUBJECT: DESIGNATION OF AUTHORIZED PROVIDERS OF CONTINUING EDUCATION FOR EMERGENCY MEDICAL SERVICES PERSONNEL**

Date: 07/01/02

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- I. **Authority:** Health and Safety Code Sections 1797.214, 1797.220, Division 2.5.
- II. **Purpose:** To establish a mechanism by which providers of continuing education may be designated an an “authorized provider” of prehospital continuing education (CE) in San Diego County.
- III. **Definition:** Authorized Provider of Continuing Education – Any individual, partnership, corporation, association, organized health care system, governmental agency, educational institution, or other organization who completes the emergency medical services’s (EMS) application process for providership and is authorized by San Diego County Division of EMS to provide CE activities for EMS personnel.
- IV. **Policy:**
- A. The San Diego County Health and Human Services Agency, Division of EMS will approve, for the purposes of recertification, relicensure, reaccreditation, or reauthorization, those CE activities sponsored by providers who are designated by the Division as authorized providers of CE and who comply with San Diego County policies, procedures, and guidelines for CE providers.
- B. In order to become designated as an authorized provider of CE in San Diego County, applicants must:
1. Complete an application form and submit it, with appropriate documentation and fees, to the Health and Human Services Agency, Division of EMS. San Diego County Base Hospitals are exempt from the fee. The form must indicate whether the applicant is applying for approval to offer courses for basic life support (BLS) personnel and/or advanced life support (ALS) personnel.

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**Approved:**



Administrator



Medical Director

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2. Agree to comply with all guidelines pertaining to authorized providers. For all providers, these guidelines are described in the Division's Guidelines for Authorized Providers of Continuing Education for Personnel in the San Diego County manual, available at the San Diego County Division of EMS office.
  3. Provider applicants must designate the certification level(s) of their intended CE participants (ALS or BLS). Approval may be granted for only one certification level (BLS versus ALS/BLS) if the applicant cannot document their ability and resources to provide CE at all levels. This approval level may be adjusted after initial approval provided that the authorized provider can demonstrate that it has the requisite equipment and materials to provide this education in accordance with the guidelines.
- C. Designation as an authorized provider shall be for a four year period, after which each provider must reapply.
- D. Authorized providers are subject to periodic reviews of course outlines, attendance records, instructor qualifications, or other material pertaining to courses presented by the provider for CE credit. These reviews will be conducted by San Diego County Division of EMS staff.
- E. Authorized providers failing to comply with applicable guidelines and procedures may have their designation suspended or revoked by the San Diego County Division of EMS.

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**Approved:**



**Administrator**



**Medical Director**



GUIDELINES FOR AUTHORIZED PROVIDERS OF CONTINUING  
EDUCATION FOR PREHOSPITAL PERSONNEL IN SAN DIEGO  
COUNTY

January 2004

County of San Diego  
Health & Human Services Agency  
Division of Emergency Medical Services  
6255 Mission Gorge Road  
San Diego, CA 92120  
(619) 285-6429

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## CE PROVIDERSHIP

Any individual, partnership, corporation, association, organized health care system, governmental agency, educational institution, or other organization which has the resources to provide continuing education (CE) in accordance with the guidelines established by the San Diego County Division of Emergency Medical Services may apply for and receive designation as an Authorized Provider of Prehospital Continuing Education (CE).

Such authorization allows the Provider to offer continuing education opportunities for EMT-Basics (EMT-B), Paramedic and Mobile Intensive Care Nurses (MICN's) which are recognized for the purpose of EMT-B recertification, Paramedic relicensure and accreditation, and for MICN re-authorization (in San Diego County).

A Provider must comply with all San Diego County policies, procedures and guidelines regarding continuing education, and must apply for and maintain status as an Authorized Provider with the San Diego County Division of Emergency Medical Services in order to provide approved CE credits.

The Provider must complete the authorization process prior to offering any course for CE credit. The Division requires at least 4 weeks to process an application for authorization as a CE Provider.

The application shall indicate for which level(s) of care the applicant is intending approval. These levels are: Basic Life Support (BLS, i.e. EMT-Bs), and/or Advanced Life Support (ALS, i.e. Paramedics and MICNs).

The fee to be authorized as a continuing education Provider is two hundred (\$400.00) dollars per authorization period (4 years). San Diego County Base Hospitals are exempt from these fees. This fee includes authorization to provide approved CE credits to prehospital personnel ONLY within the level of the local EMS agency's approval. Providers may upgrade the level of approval from "BLS" to "ALS" upon satisfactory demonstration and

documentation of resources required for ALS education.

Provider authorization may be granted for a period not to exceed four (4) years.

After receipt of application, fees and review of documentation and credentials, the Division of EMS will notify the applicant of its decision regarding the authorization or re-authorization of the applicant as an Authorized CE Provider and approval level. Once authorized, the Provider may offer an unlimited number of continuing education activities for CE credit during the authorization period within the approved level(s).

Provider authorization may be suspended or revoked at any time by the Division of Emergency Medical Services for failure of the Provider to adhere to the guidelines in this manual or the policies of the Division. Any decision of the Division regarding suspension or revocation of a Provider's authorization status is final. There will be no refund of fees in the event that a Provider is not authorized or re-authorized, or an authorization is revoked or suspended.

When two or more Providers co-sponsor a course, one Provider must be designated as the specific Provider responsible for compliance with all County requirements.

Each authorized Provider must immediately notify the San Diego County Division of EMS of:

- Any change in name, address or telephone number of the authorized agency or Continuing Education Coordinator, and
- Any change in name of the person designated as CE Coordinator, and
- Any proposed change in the level of continuing education activities (BLS vs. ALS) provided.

Provider authorization is non-transferrable.

## COURSE CONTENT

The content of all approved continuing education activities for prehospital personnel must be:

- 1) relevant to the practice of prehospital care, and
- 2) related to the scientific knowledge or technical skills required for prehospital or be related to direct and/or indirect prehospital patient/client care.

Furthermore, each CE activity must remain relevant to the level(s) of the participant(s), that is, topics presented must specifically address the scope and practice of the CE participant(s) to whom CE credits are being awarded.

Learning experiences are expected to enhance the knowledge of, or reinforce basic training for, the EMT-B, Paramedic, or MICN at a level above that required for initial certification/ accreditation/ licensure/ authorization. Courses must be designed for individuals already familiar with the basic concepts of prehospital care; courses designed for "beginning" students (i.e. a basic EMT-B course) may not be approved for CE credit.

Home study or individual study programs may be offered by an Authorized Provider for CE credit. Such courses must be approved by the Provider's Continuing Education Coordinator, who is responsible to ensure that the objectives of the program have been met, that the number of hours awarded is consistent with the participant's effort, that course content is appropriate, that evaluations are completed by all participants receiving CE credit. The Division notes that the allowance of Home Study courses may provide a significant opportunity for abuse, and will scrutinize this policy regularly. The same home study course may not be used more than once by an individual for CE credit during a 2-year licensure/certification cycle.

#### Instructors/Course Preparation Time

Instructors or speakers may be awarded credit for the portions of the course that they attend or present, just as a student participant would. The instructor who desires such credit should sign in and out of the course, submit some sort of course evaluation, or otherwise verify that the course objectives were met for the instructor. Any limitations, such as the number of times an individual may use credit for a specific course for re-certification within a certification cycle, apply to instructors also.

Additionally, course preparation time for an instructor may be awarded CE credit at the discretion of the CE Provider, but this must be accomplished in the framework of a separate course. The instructor requesting prep time credit should have developed personal goals and objectives for the preparatory work, provided verification to the CE provider of the time actually spent in preparation for the course, provided some sort of evaluation to the CE provider as to the value of the prep work to the instructor.

#### ALS versus BLS

Providers must structure educational activities in accordance with the specific needs of the participants desiring credit. This includes providing challenging material in a framework where participants can explore issues for their own level. It is recognized that PARAMEDIC level education is inclusive of all EMT-B skills and procedures, however, the needs of BLS personnel may be specific to that level. If credit for a specific activity is awarded to EMT-B participants, the Providers of EMT-B CE MUST ensure that adequate attention is devoted to specific EMT-B issues. These activities must be provided in a setting and manner where an EMT-B can feel free to ask questions regarding BLS activities, review material that may seem "too basic" for ALS personnel, and is responsive to the needs of EMT-B providers.

Providers must specifically request and receive authorization from the Division of Emergency Medical Services to provide approved CE for each level of care (BLS and/or ALS), and must offer reduced CE credits at a



course when some of the content is specifically outside the scope and practice of BLS care.

#### ACCEPTABLE COURSE CONTENT

These include but are not limited to:

1. Periodic training sessions or structured clinical experience in knowledge and skills (EMT-BASIC [B], PARAMEDIC [P], MICN[M]), or
2. Organized field care audits of patient care records(B, P,M), or
3. Courses in physical, social, behavioral sciences, (anatomy, sociology, etc.(B, P, M), or
4. Courses/training directly related to emergency medical care (burns, ACLS, etc. (B, P, M), or
5. Structured clinical experience with instructional objectives (for paramedics, not to exceed 8 hours/licensure cycle)(B, M), or
6. Courses/training in indirect patient care or medical operations: continuous quality improvement, diversity, grief support, medical management of HazMat, dispatch or rescue techniques (for paramedics, not to exceed 8 hours per licensure cycle)(B, M), or
7. Advanced topics in emergency medicine - but not within scope of practice (for paramedics, not to exceed 8 hours/ licensure cycle),(B, M) or
8. Media based or serial productions with evaluation component: films, audio tapes, computer modules (for paramedics not to exceed 8 hours/ licensure cycle)(B, M) or
9. Precepting paramedic students, providing that the preceptor meets pre-arranged learning objectives and there is an evaluation component to the experience (for paramedics, not to exceed 8 hours/licensure cycle), or
10. For paramedics only, teaching an EMT-B course (not to exceed 8 hours per licensure cycle).

#### EXAMPLES OF COURSES THAT ARE NOT ACCEPTABLE:

1. Courses which focus upon self-improvement, personal growth, changes in attitudes, self-therapy, self-awareness, weight loss, or

- yoga.
2. Economic courses for personal financial gain (personal finance management).
  3. Parenting, or other programs that are designed for lay people.
  4. Liberal arts courses in music, art, philosophy, and other subjects not directly related to prehospital care.
  5. Workplace orientation programs designed to familiarize employees with the policies and procedures of a specific employer.
  6. Courses which do not address the specific needs, role, or certification level(s) of its participants.

EMT-B Defibrillation Skills Demonstrations are not eligible for CE credit *UNLESS* the CE provider presents the demonstration experience within the approved framework described in these Guidelines (educational material presented, with objectives, evaluation, etc.).

## **INSTRUCTIONAL OBJECTIVES**

Instructional objectives are to be developed for all CE activities, stating the objectives in behavioral terms. The objectives must denote measurable attributes observable in the student completing the program. The objectives explain to the student what proficiency the student should be able to demonstrate at the completion of the course / presentation. Objectives must be consistent with the scope and practice of the certificate holders receiving CE credit.

An example of an acceptable format is described in Robert F. Mager's textbook, "Preparing Instructional Objectives" (Fearon Publishers, Belmont, CA).

The course content must be current and designed to include recent developments in the subject being taught.

## **DETERMINING THE HOURS OF CE CREDIT TO BE AWARDED**

Providers determine the amount of CE credit to be awarded for the courses they offer. This determination will be made according to the following criteria:

- 1) CE credit will be approved only for the time the student is actively

involved in the CE activity at a level appropriate for the participant.

This includes time the enrollee is:

- listening to presentations,
- observing demonstrations,
- participating in discussions,
- practicing the skill or observing others practicing a skill,
- taking a pre-test or post-test,
- completing course evaluations,
- etc.

CE credit will not be allowed for

- lunch periods,
- time lost because the presentation begins later than scheduled,
- time scheduled but not utilized (out early),
- time utilized for the EMT-1 recertification written or skills exams.

- 2) Course offerings must be at least one (1) hour in length to be considered for CE credit. After one (1) hour, Providers may award CE credits in half hour (0.5) hour increments. Please note that the EMS Authority has defined an hour (for CE purposes) as 50 minutes to include a reasonable break.
- 3) Course participants who leave a course presentation early may receive partial credit for attending the course (minimum 1 hour) at the discretion of the Course Coordinator based on the amount of time the participant was in attendance and the extent to which the participant has completed course objectives. (The individual MUST complete a course evaluation for the part of the activity the participant attended to receive any CE credit)

## **COURSE EVALUATIONS**

A COURSE EVALUATION MUST BE COMPLETED BY ALL PARTICIPANTS REQUESTING CONTINUING EDUCATION CREDIT after successfully completing the program. At a minimum, the following aspects should be measured:

**CONTINUING  
EDUCATION  
COORDINATOR  
QUALIFICATIONS**

The extent to which the course met the stated instructional objectives.

The adequacy of the instructor's mastery of the subject.

The use of appropriate teaching methods and tools.

The applicability of the information or material to the participant's level.

The applicability of new information.

Other comments.

It is expected that the Provider will review course evaluations and make appropriate modifications to maintain and upgrade the quality of course offerings.

Each Authorized Provider shall designate a Continuing Education Coordinator who shall ensure that all course offerings are consistent with these guidelines and the policies and procedures developed by the Division of Emergency Medical Services. The Course Coordinator may delegate certain aspects of the program (such as record keeping, course registration, etc.) to another individual, but the Course Coordinator maintains ultimate responsibility for the program.

The Continuing Education Coordinator shall have the following minimum qualifications:

- 1) Be currently licensed and/or certified as a Physician, Registered Nurse, or EMT-Paramedic or Physician Assistant in the State of California, and
- 2) Have a minimum of three (3) years experience in prehospital care within the last five (5) years, and
- 3) have successfully completed either of the following courses of study\*:
  - a) a Baccalaureate degree in Nursing, Education, or other health sciences field, OR

- b) the Fire Marshal's Master Instructor program, OR
- c) "Techniques of Teaching" (California State University system - or equivalent) (60 hours), PLUS four (4) semester units of upper division credit in educational materials, methods, and curriculum development (or equivalent).

*\*Requirement 3 (above) may be waived for Base Hospital providers of CE*

At the discretion of the EMS Medical Director, a provider not meeting the above criteria may receive limited approval in order to teach (only) nationally standardized curricula.

## **INSTRUCTOR QUALIFICATIONS**

Instructors teaching approved continuing education courses shall be currently licensed or certified in his/her area of expertise, or have evidence of specialized training which may include but is not limited to: a certificate of training or an advanced degree in a given subject area or have at least one (1) year of experience within the last two (2) years in the specialized area in which they are teaching or be knowledgeable, skillful and current in the subject matter of the course or activity.

## **CERTIFICATES OF ATTENDANCE**

Providers must issue a tamper resistant document or certificate to each attendee to show that the individual has met the established criteria for successful completion of a course. A certificate documenting successful completion must contain the following information:

- ? Name of participant,
- ? Course title\*,
- ? Provider name (as listed on the provider's application),
- ? San Diego County Authorized Provider number,
- ? Date of course,
- ? The number of CE credit hours awarded specific to the level(s) of the participants.
- ? Signature of Course Coordinator, or designee.

*\*The course title should clearly indicate the topic(s) presented at the educational activity so that licensure/certification personnel can easily determine the eligibility of the course for re-credentialing purposes.*

The following two statements MUST be printed on the certificate:

"This certificate must be retained by the certificate holder for a period of 4 years after the date of the course."

"This course has been approved by the County of San Diego, Division of EMS, Provider No. (37-XXXX)."

Certificates of completion must be issued to the participant within thirty (30) days after conclusion of the course. Duplicate certificates may be issued to a course participants at the discretion of the provider and after verification of course participation. Duplicate certificates must clearly show that the certificate is a duplicate.

## **PROVIDER RECORDS**

The Provider must maintain the following information for each course presented for a period of (at least) 4 years from the date of the completion of the course:

- 1) Course title, date(s) given, site, number of CE credits, comprehensive topical outline specific to the level(s) of course participants, and method of evaluating the participant, if appropriate, and
- 2) Curriculum vitae or resumes which address qualifications for all instructors, and
- 4) Attendance/sign in sheets documenting the name and signature of each attendee, and
- 5) Course evaluations from participants or summary of same.

Providers must maintain CE records in a secure environment, and are responsible for the security and integrity of records they maintain.

## **ADVERTISEMENT**

Any course offered by an Authorized Provider that is developed in accordance with these guidelines will be considered to be "approved" by San Diego County EMS for continuing education credit.

Providers are encouraged to advertise and promote their continuing education activities. Information disseminated by Providers publicizing continuing education should include the following:

- a) "This course has been approved by the County of San Diego, Division of EMS, Provider No. (XXX) for (X) hours of (ALS and/or BLS) continuing education credit."
- b) A clear, concise description of the course content and/or objectives.
- c) Provider name, as officially on file with the County of San Diego, Division of EMS.
- d) Date, time, site of course.
- e) Registration process (if any), as well as fee for participants (if any)

## **APPLICATION PROCESS**

Potential providers of prehospital CE must apply to the San Diego County Division of Emergency Medical Services for designation as an Authorized Provider.

Applicants must:

1. Complete an Application for Designation as Authorized Provider of Prehospital Continuing Education in San Diego County (attachment A). The applicant must be signed by the Course Coordinator, who will be responsible to ensure that all CE activities are in compliance with these guidelines. The Provider applicant must indicate the level(s) (BLS and/ or ALS) for which authorization is desired.
2. Submit the completed application, along with documentation (i.e. resume) that the Continuing Education Coordinator meets requirements outlined in these guidelines, and fee to

**PREHOSPITAL CONTINUING EDUCATION COORDINATOR  
COUNTY OF SAN DIEGO  
DIVISION OF EMERGENCY MEDICAL SERVICES  
6255 MISSION GORGE ROAD  
SAN DIEGO, CA 92120  
(619) 285-6429**

The Division will review and process the application, and notify the

**REVIEW OF  
PROVIDER  
COMPLIANCE WITH  
GUIDELINES**

applicant of its decision within 4 weeks of receipt of all required documentation. This notification will be in writing, and will indicate the effective dates of the authorization period, the level approved by the Division ("BLS" or "ALS") and the Authorization Number assigned to the provider.

The San Diego County Division of EMS will periodically audit records, course documentation, instructor qualifications, and related activities of a Provider to monitor compliance with these guidelines. The Division may occasionally request copies of course documentation (course outlines, objectives, evaluations) for review in-house, and may schedule a site review at a mutually acceptable time and date. The Division will request the objectives and course outline developed for the first CE activity presented after the provider is initially authorized. It will be the responsibility of the Provider to clearly demonstrate that all educational activities are in compliance with these guidelines. If significant deficiencies are found during the review process, the Provider will be notified in writing of the deficiencies and the action(s) required to correct them.

Representatives of the Division shall be allowed to audit (for monitoring purposes only) any course offering intended for prehospital CE credit with no notice and for no fee.

If, upon review, educational opportunities are found NOT to have been in compliance with these guidelines, prehospital personnel taking the course in good faith will NOT be disallowed from utilizing those CE credits for re-certification purposes.

**REVOCATION,  
DENIAL, OR  
SUSPENSION OF  
PROVIDER  
AUTHORIZATION**

The Division of EMS may take action against a Provider, place that Provider under probation, or deny a Provider application for causes which include, but are not limited to, the following:

Conviction of a felony or any offense substantially related to the activities of a Provider.



**REVISIONS TO  
COUNTY GUIDELINES  
FOR AUTHORIZED  
PROVIDERS**

**DEFINITIONS**

Continuing Education

Course

Continuing education credit

Failure to correct deficiencies within a reasonable length of time after receiving a written warning notice from the Division of EMS specifying deficiencies.

Any material misrepresentation of fact by an Authorized Provider of any information required to be submitted to the Division of EMS or maintained by the Provider.

The Division of EMS may take such action(s) as it deems appropriate on the Provider's authorization status after giving the Provider or applicant reasonable notice. Such actions may include (but are not limited to) denial of application, revocation of authorization, temporary suspension of authorization, and probation.

Providers whose authorization has been denied or revoked may re-apply to the Division after a waiting period of 90 days.

As the need arises, the Division of Emergency Medical Services may revise its Guidelines for Authorized Providers of Prehospital Continuing Education. Providers will be notified of these revisions at least 30 days prior to their implementation.

Participation in structured, formalized learning experiences, intended to enhance the knowledge of the EMT-B, Paramedic or MICN of direct and indirect patient care. These include, but are not limited to, lectures, conferences, academic studies, inservice education, seminars, workshops, field care audits, extension studies, and independent/home study programs.

A systematic learning experience, at least one hour in length, which deals with and is designed for the acquisition of knowledge, skills, and information in direct and indirect patient care.

A unit of educational experience valid for recertification-relicensure / reauthorization purposes, corresponding to one hour (50 minutes) of active

	participation in an educational program
Content Relevant to Prehospital Practice	Educational content related to the development and maintenance of current competency in the delivery of prehospital care as specified in California Code of Regulations, Title 22, Division 9, Chapter 4 Prehospital Care, and San Diego County Division of Emergency Medical Services Policies and Procedures. Not all topics relevant to advanced life support topics are necessarily relevant to basic life support personnel. Providers may issue CE only for activities relevant to the level of the participant(s).
Hour	50 minutes
Independent/Home Study Course	A continuing education course offered for individual study by an Approved Provider in accordance with these guidelines.
Authorized Providers	Those individuals, partnerships, corporations, associations, organizations, organized health care systems, educational institutions, or governmental agencies authorized by the San Diego County Division of Emergency Medical Services to offer continuing education for the purposes of EMT-1, EMT-P and MICN certification-licensure, accreditation, and authorization.
EMS or Division of EMS	The San Diego County Department of Health Services, Division of Emergency Medical Services





APPLICATION FOR AUTHORIZATION AS APPROVED PROVIDER OF PREHOSPITAL  
CONTINUING EDUCATION IN SAN DIEGO COUNTY

PLEASE PRINT OR TYPE

1. PROVIDER AGENCY NAME: 2. PHONE NO:  
( )
3. PROVIDER ADDRESS: STREET & NUMBER CITY STATE ZIP CODE
4. CONTINUING EDUCATION COORDINATOR (Full Name/title):
5. PROVIDER IS A/AN:(check ONE) 6. Level of CE  
[ ] Individual (Check all that apply)  
[ ] Educational Corporation or Group  
[ ] Hospital - San Diego County Base Hospital [ ] BLS  
[ ] Hospital - Not San Diego County Base Hospital [ ] ALS  
[ ] University, College or School  
[ ] Prehospital Provider Agency  
[ ] Other:\_\_\_\_\_
7. APPLICATION SUBMITTED BY:  
Title:
8. Attach:  
a. Send a copy of the resume of the Continuing Education Coordinator, demonstrating that individual's experience and qualifications in prehospital care / education.  
b. Application fee - \$400.00 / 4 years (San Diego County Base Hospitals are exempt from this fee)

I certify that I have read and understand the "Guidelines for Authorized Providers of Prehospital Continuing Education in San Diego County" manual, and that I/this agency will comply with all guidelines, policies, and procedures described therein. I agree to comply with all audit / review provisions described. Furthermore, I certify that all information on this application, to the best of my knowledge, is true and correct.

*SIGNATURE - Continuing Education Coordinator or Agency Representative*

\_\_\_\_\_  
Date:\_\_\_\_\_

Submit this application, with appropriate fees and supporting documentation to:

**Prehospital Continuing Education Coordinator  
San Diego County DIVISION OF EMERGENCY MEDICAL SERVICES  
6255 MISSION GORGE ROAD  
SAN DIEGO, CA 92120  
(619) 285-6429**

(County Use Only)

Application Rec'd	Reviewer	Approval Date	Renewal Date	SD County Authorization Number	Restrictions/Comments	Fee Paid
				37-		

APPLICATION FOR AUTHORIZATION AS APPROVED  
PROVIDER OF ALS/BLS CONTINUING EDUCATION  
IN SAN DIEGO COUNTY - **RENEWAL**



**PLEASE PRINT OR TYPE**

1. PROVIDER AGENCY NAME: 2. PHONE NO:  
( )
3. PROVIDER ADDRESS: STREET & NUMBER CITY STATE ZIP CODE
4. CONTINUING EDUCATION COORDINATOR (Full Name/title):
5. PROVIDER IS A/AN:(check ONE)  
☐ Individual  
☐ Educational Corporation or Group  
☐ Hospital - San Diego County Base Hospital  
☐ Hospital - Not San Diego County Base Hospital  
☐ University, College or School  
☐ Prehospital Provider Agency  
☐ Other: \_\_\_\_\_
6. Level of CE  
(Check all that apply)  
☐ BLS  
☐ ALS
7. APPLICATION SUBMITTED BY:  
Title:
8. Attach:
  - a. Send a copy of the resume of the Continuing Education Coordinator, demonstrating that individual's experience and qualifications in prehospital care / education.
  - b. Application fee - \$400.00 / 4 years (San Diego County Base Hospitals are exempt from this fee)

**I certify that I have read and understand the "Guidelines for Authorized Providers of Prehospital Continuing Education in San Diego County" manual, and that I/this agency will comply with all guidelines, policies, and procedures described therein. I agree to comply with all audit / review provisions described. Furthermore, I certify that all information on this application, to the best of my knowledge, is true and correct.**

***SIGNATURE - Continuing Education Coordinator or Agency Representative***

\_\_\_\_\_  
Date: \_\_\_\_\_

Submit this application, with appropriate fees and supporting documentation to:

**Prehospital Continuing Education Coordinator  
San Diego County DIVISION OF EMERGENCY MEDICAL SERVICES  
6255 MISSION GORGE ROAD  
SAN DIEGO, CA 92120  
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